

MOST IMMEDIATE

No. A.12018/3/2014-Pers –1 (D)  
Government of India  
Bureau of Civil Aviation Security  
'A' Wing, I-III Floor, Janpath Bhavan,  
Janpath, New Delhi.

Dated : 16 .09.2014

**Subject : Filling up of one post of Senior Peon in the Bureau of Civil Aviation Security on absorption basis.**

One post of Senior Peon (General Central Service Group 'C' non-Gazetted) in the Pay Band-1 (Rs. 5,200-20,200) with Grade Pay of Rs.1800/- is to be filled up on absorption basis in the Bureau. The selected person will be liable to be posted anywhere in India or abroad. The post is to be filled up on absorption basis from Daftries /Sr. Peons in the Ministries / Departments of Government of India or peons in the Ministries/Departments of Government of India with at least 3 years' regular service in the grade.

2. The selected candidate will be governed by the terms and conditions of deputation laid down in the Ministry of Personnel, Public Grievances & Pensions (Deptt. Of Personnel and Training) O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. He will have the option to either draw pay in the scale of pay applicable to him in his parent organization plus deputation duty allowance or have his pay fixed in the scale of pay applicable to the above mentioned post.

3. The Bio-data, in the prescribed format (in duplicate), of suitable candidates may be forwarded along with the following documents, within 60 days from the date of publication of this circular in the 'Employment News'.

4. List of essential documents to be attached with the Bio-data:-

i) Vigilance Clearance Certificate;

ii) Integrity Certificate;

iii) List of penalties (Major/Minor) imposed, if any, during the last ten years;

iv) PARs dossier or PARs/APARs for the last five years (It may be noted that the photostat copies of PARs should be attested by an officer not below the rank of Under Secretary or equivalent on each page).

Important Note: Incomplete applications and applications forwarded without the complete set of essential documents listed above, shall be rejected.

5. Candidate who apply for the post will not be allowed to withdraw their candidatures subsequently.

(Rakhee Sadhu)  
Dy. Director (Pers)  
Tele: 23718561

1. All Ministries/Departments of Govt. of India.
2. Joint Secretary (Admn.), Central Board of Excise and Customs, Deptt. of Revenue, North Block, New Delhi.
3. Joint Secretary (Admn.), Central Board of Direct Taxes, Deptt. of Revenue, North Block, New Delhi.
4. The Secretary, Cabinet Secretariat, Bikaner House Annexe, Shahjahan Road, New Delhi-110011.
5. Director, Intelligence Bureau, North Block, New Delhi.
6. Director, Central Bureau of Investigation, CGO Complex, Lodhi Road, New Delhi.
7. Chief Secretaries of all States/UTs.
8. The Regional Dy. Commissioner of Security, Bureau of Civil Aviation Security, New Delhi, Mumbai, Kolkata, Chennai, Amritsar, Ahmedabad, Guwahati and Hyderabad
9. Ministry of Civil Aviation Sh. S.V. Ramana, U.S(AS) .
10. NIC, BCAS (with request to upload the circular on the website.)

**BIODATA PROFORMA**

Post Applied for:.....

1. Name (in block letters) .....

2. Address.....

(i) Permanent address: .....

(ii) Address for communication:.....

(iii) Email ID:.....

(iv) Phone No.....

(v) Fax No:.....

3. Date of Birth (in Christian Era).....

4. Date of retirement under Central/State Government rules.....

5. Educational Qualifications.....

6. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

Qualification/experience required	Qualification/experience possessed by the officer
Essential	
(i) Daftries /Sr. Peons in the Ministries / Departments of Government of India or	
(ii) Peons in the Ministries/Departments of Government of India with at least 3 years' regular service in the grade.	

Desirable	
Nil	

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

8. Details of Employment, in chronological order ( latest post held first). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt/Organisation	Post	From	To	Scale of pay and basic pay/ PB/Grade Pay	Nature of duties.

9. Nature of present employment i.e. ad-hoc or temporary or quasi permanent or permanent.

10. In case the present employment is held on deputation/contract basis please state:

- i) The date of initial appointment
- ii) Period of appointment on deputation/contract
- iii) Name and address of the parent office/organization to which you belong

11. Additional details about present employment: Please state whether working under:-  
 (a) Central Govt. (b) State Govt. (c) Union Territory (d) Central Police Organisation (e) Autonomous organization (f) Government undertaking (g) Universities (h) Others

12. Are you in the Revised scale of pay?

If yes, give the date from which the revision took place and also

indicate the pre-revised scale.

13. Basic Pay and total emoluments per month now drawn.
14. Whether belongs to SC/ST
15. Educational detail (degree upwards)  
College / University
16. Any other information regarding suitability the candidate may like to add:  
(May use separate sheet if required)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Bio-data dully supported by documents submitted by me will also be assessed by the selection committee at the time of selection for the post.

Signature of the applicant

Address: \_\_\_\_\_

Place:

Date:

CERTIFICATE TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT

1. It is certified that the particulars furnished by the officer are correct.

2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
3. His integrity is certified.
4. Statement of major or minor penalties during the last 10 years is attached.

(Head of Office  
or authorized officer  
not below the rank of Under Secretary)

Place:

Date: